

# FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

## FINANCE DEPARTMENT, PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

### NOTICE OF CONTRACT RENEWAL

1. DATE: July 6, 2021 (Effective 8/2/21 as noted below)
2. COMMODITY NAME: Open-Ended A/E Services – Structural Engineering
3. CONTRACT NUMBER: 70-17smc (see customization for each Firm, below)
4. CONTRACT PERIOD: July 19, 2017 – August 1, 2018  
*Renewal #1:* August 2, 2018 – August 1, 2019  
*Renewal #2:* August 2, 2019 – August 1, 2020  
*Renewal #3:* August 2, 2020 – August 1, 2021  
*Final Renewal #4:* August 2, 2021 – August 2, 2022
5. RENEWAL OPTIONS: Four (4) One-Year renewals
6. FIRMS:  
(V/N 637614) ADTEK Engineers, Inc.  
9990 Fairfax Blvd, Suite 300  
Fairfax, VA 22030  
PH (703) 691-4040 FX (703) 691-4056  
  
(V/N 635825) Alpha Corporation  
21000 Atlantic Blvd., Suite 400  
Dulles, VA 20166  
PH (703) 450-0800 FX (703) 450-0043  
  
(V/N 639701) Shaffer, Wilson, Sarver & Gray, PC (SWSG)  
607 Herndon Parkway, Suite 100  
Herndon, VA 20170  
PH (703) 471-6803 FX (703) 742-3975  
  
(V/N 649314) WDP & Associate Consulting Engineers, Inc. (WDP)  
10621 Gateway Blvd, Suite 200  
Manassas, VA 20110  
PH (703) 257-9280 FX (571) 292-9842
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Kathy H. Stanley, CPP, CPPB, Sr. Buyer  
[Kathie.stanley@fauquiercounty.gov](mailto:Kathie.stanley@fauquiercounty.gov)  
PH (540) 422-8354

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

## INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.

### **PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR OPEN-END ARCHITECTURAL SERVICES:**

#### **Types of Project Orders:**

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Firm cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Firm's billing request.

#### **Procedures for Ordering Services**

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Firm. At the Firm's expense, the Firm shall visit the site and prepare a detailed proposal for accomplishing the services. The Firm shall determine feasibility of the proposed budget at this time. The Firm shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services.

The Using Department will evaluate the Firm's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Firm. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Firm to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Firm shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Firm assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End firm based on its evaluation of each Firm's qualifications, expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$500,000\* under contracts awarded within Open-End A/E contracts, and the sum of all projects during the contract term shall not exceed \$1,500,000\*. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

*\* These levels raised per Procurement Policy revisions effective with the fourth/final renewal of this contract.*

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications which shall be added to or deducted from the total contract amount.
  - B. The written modification shall direct the Firm to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefor. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
3. Approval of Firm's invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of services or violation of contract provisions by the Firm shall be reported to the Procurement Division for handling with the Firm. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
5. Renewals: As stated on the face of this notice there are four (4) one-year renewals on this contract; Procurement will send notice of renewal approximately ninety (90) days prior to the expiration of the current contract period.
6. Price Adjustments: Contract prices shall remain firm for the award year. Prices may be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.

**FEE SCHEDULE**  
**Contract # AE-70-17smc**  
*Updated 2021-2022 rates noted below*

ADTEK Engineers, Inc.  
9990 Fairfax Blvd, Suite 300  
Fairfax, VA 22030  
[contracts@adtekengineers.com](mailto:contracts@adtekengineers.com)

Phone: (703) 691-4040  
Fax: (703) 691-4056  
Contact: Lisa Bailey

***Structural Engineering Services***

CLASSIFICATION	HOURLY RATE
<i>Labor</i>	
Principal	\$ 232.01
Structural Sr. Project Manager	\$ 187.69
Structural Project Manager	\$ 152.39
Structural Engineer	\$ 102.35
Senior Designer	\$ 95.52
CAD Technician	\$ 55.73
Clerical	\$ 51.62
<i>Reimbursable</i>	
Mileage	\$0.56/mile (or current GSA)
Printing:	
8.5x11	\$0.15/Bond
24x36	\$1.44/Bond
36x48	\$2.88/Bond
24x36	\$9.00/Mylar
36x48	\$15.00/Mylar
Delivery (to Fauquier County)::	
UPS Ground (less than 2lbs.)	\$10.13
UPS Overnight (less than 2lbs., noon earliest)	\$31.02
UPS Next Day Air (less than 2 lbs.)	\$30.00
UPS Early AM (less than 2 lbs.)	\$70.00
First Class Mail	\$0.50
Certified Mailings	\$6.85

**FEE SCHEDULE**  
**Contract # AC-70-17smc**  
*New 2021-2022 rates noted below*

Alpha Corporation  
21000 Atlantic Blvd., Suite 400  
Dulles, VA 20166

Phone: (703) 450-0800  
Fax: (703) 450-0043  
*Updated contacts noted below*

[james.colfelt@alphacorporation.com](mailto:james.colfelt@alphacorporation.com)  
[Elizabeth.blevins@alphacorporation.com](mailto:Elizabeth.blevins@alphacorporation.com)

James Colfelt, PE, Sr. Vice President  
Elizabeth Blevins, Contract Administrator



**ALPHA CORPORATION FEE SCHEDULE**

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS**

**Open-End As Required Architectural/Engineering Services for:  
Structural Engineering**

**RFP 70-17sm**

<b>Labor Category</b>	<b>Fully Loaded Hourly Rate <i>Option Year 4</i></b>
Principal/Director	\$209.83
Project Manager	\$193.69
Senior Engineer	\$177.55
Engineer	\$145.26
Senior Architect	\$172.17
Architect	\$139.88
Designer	\$107.60
Survey Crew	\$145.26

**Reimbursables**

Hourly rate projects subject to reimbursables as mutually agreed to and supported with appropriate documentation; fees listed below.

Mileage *	\$0.56/mile (per prevailing GSA rate)
Cell Phone **	\$75/month
Reproduction	
8 1/2" x 11" (Black and White)	\$0.10/sheet
8 1/2" x 11 (Color)	\$1.00/sheet
Plans	\$2.00/sheet
Deliveries	At cost
Subconsultants (if required)	At cost + 10% G&A

(\*) Mileage will be charged for use of personal vehicles on contract assignments and will be charged for job related travel exceeding 50 miles each way. If the assignment requires the use of a truck, Alpha will charge the prevailing VDOT monthly lease rate.

(\*\*) Cell phone charges will only apply if required by the job to have a cell phone.

# FEE SCHEDULE

## Contract # SWSG 70-17smc

*No rate changes in 2021-2022, rates as noted below*

SWSG  
607 Herndon Parkway, Suite 100  
Herndon, VA 20170  
[Ray.shaffer@swsgpc.com](mailto:Ray.shaffer@swsgpc.com)

Phone: (703) 471-6803  
Fax: (703) 742-3975

Contact: Ray Shaffer, PE

### SWSG Hourly Fee & Reimbursable Schedules

#### Hourly Fee Schedule

Position	2019 Rates	Adjusted 2020 Rates
Principal	\$158.00	\$161.00
Division Manager	153.00	156.00
Director - Construction Management	153.00	156.00
Project Manager	153.00	156.00
Director - Architecture	137.00	140.00
Discipline Leader/Manager - Engineering	137.00	140.00
Senior Architecture	127.00	130.00
Senior Engineer	127.00	130.00
Senior Construction Manager	127.00	130.00
CADD Manager	112.00	114.00
Architect	112.00	114.00
Engineer	112.00	114.00
Construction Manager	112.00	114.00
Designer	91.00	93.00
Intern Architect	76.00	78.00
Intern Engineer	76.00	78.00
Intern Designer	56.00	57.00
Administration	66.00	67.00

#### Reimbursable Expenses Rate Schedule

Item	Cost
Standard Bond Paper: D' Size (24 x 36) Plain/Two/Full Color	At Cost
E' Size (30 x 42) Plain/Two/Full Color	At Cost
Half Size of D' or E' Plain/Two/Full Color	At Cost
D' Size (22 x 34) Plain/Two/Full Color	At Cost
Vellum: D' Size (24 x 36)	At Cost
E' Size (30 x 42)	At Cost
Electronic Copies	At Cost
Color Copies: 8.5 x 11	At Cost
11 x 17	At Cost
Specifications: Reports (less than 250 pages)	At Cost
Reports (greater than 250 pages)	At Cost
Courier Services: Deliveries	At Cost
Long Distance Travel (over 100 miles)	
Personal Automobile	0.56/mile
Over night per diem	\$45.00
Overnight lodging at government or conference rate which ever rate is lower	
Subcontractors & Managed Construction	
Civil Engineering & Surveying	At cost plus negotiated markup
Geotechnical & Environmental Services	NTE 8% per project
Construction Contractors & Purchased Equipment	

**FEE SCHEDULE**  
**Contract # WDP-70-17smc**  
*New 2021-2022 rates noted below*

WDP & Associates Consulting Engineers  
 10621 Gateway Blvd, Suite 200  
 Manassas, VA 20110

PH (703) 257-9280 FX (571) 292-9842

[adalrymple@wdpa.com](mailto:adalrymple@wdpa.com)  
[jgrill@wdpa.com](mailto:jgrill@wdpa.com)

Gerald A. Dalrymple, PE, Principal  
 John M. Grill, PE, Project Manager

**SCHEDULE OF HOURLY RATES (August 2, 2021 - August 1, 2022)**

**Date:** June 18, 2021

**Vendor Information:**

<b>FIRM NAME:</b>	WDP & Associates Consulting Engineers, Inc
<b>ADDRESS</b>	10621 Gateway Blvd. Suite 200
<b>CITY/STATE/ZIP</b>	Manassas, Virginia 20110

<b>CONTACT PERSON:</b>	John M. Grill, P.E.
<b>TITLE:</b>	Associate
<b>PHONE NUMBER:</b>	571-292-9816
<b>FAX NUMBER:</b>	571-292-9842
<b>EMAIL ADDRESS:</b>	<a href="mailto:jgrill@wdpa.com">jgrill@wdpa.com</a>

<b>ALTERNATE CONTACT:</b>	Gerald A. Dalrymple, P.E.
<b>TITLE:</b>	Vice-President
<b>PHONE NUMBER:</b>	571-292-9818
<b>FAX NUMBER:</b>	571-292-9842
<b>EMAIL ADDRESS:</b>	<a href="mailto:adalrymple@wdpa.com">adalrymple@wdpa.com</a>

Item	Description	Rate
Labor	Principal	\$258.26 /hr
	Sr. Associate	\$209.83 /hr
	Associate	\$172.17 /hr
	Senior Engineer	\$156.02 /hr
	Project Engineer	\$134.51 /hr
	Staff Engineer	\$102.23 /hr
	Engineering Technician	\$86.09 /hr
	CADD Operator	\$91.47 /hr
	Engineering Assistant	\$53.80 /hr

**Equipment**

Impact-Echo Rental	\$510.00 /day
Ground Penetrating Radar Rental	\$510.00 /day
Water Penetration Testing Equipment Rental	\$330.00 /day
Infrared Thermography Rental	\$510.00 /day
Bore/Fiber Scope Rental	\$220.00 /day
Core Rig Rental	\$250.00 /day
Moisture Meter Rental	\$55.00 /day
Pachometer Rental	\$55.00 /day

**Expenses:**

Subcontractor Fees	Cost + 10%
Supplies, Other	Cost
Mileage (for travel exceeding 50 miles)	at current GSA rate